

## ACCOUNTING SPECIALIST II– ACCOUNTS PAYABLE

Do you enjoy working as part of a team, supporting a wide variety of departments in the area of Accounts Payable? If so, the City of Fremont may have the right opportunity for you!



**The deadline for applications is:**

**May 8, 2015 at noon**

## THE POSITION

As a member of the Finance Department, this Accounting Specialist II provides difficult and specialized accounting support in the area of Accounts Payable. To all City departments.

## EXAMPLES OF DUTIES

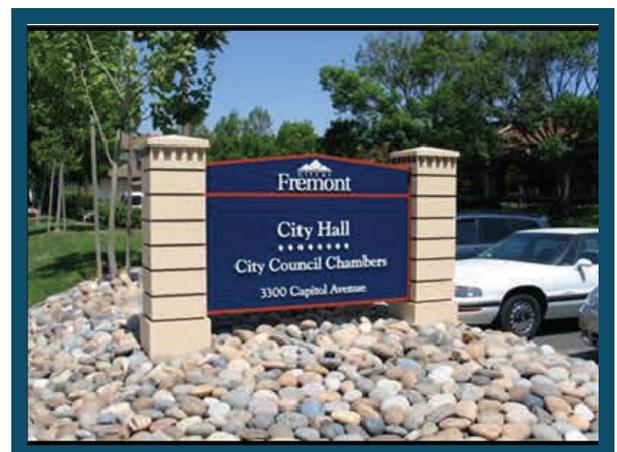
- Process invoices, travel vouchers, wire transfers and credit cards for payments.
- Obtain proper approvals on invoices.
- Perform weekly check runs, void checks, and wire transfers.
- File weekly check run documents.
- Audit accounts payable.
- Review and reconcile reports, computer output and related data.
- Work closely with the Purchasing division.
- Demonstrate an understanding of general ledger account numbers.
- Perform a variety of general administrative office support duties such as typing, proofreading, filing, and answering the telephone.
- Operate standard and specialized office equipment including computer equipment.
- Enter and retrieve data from an on-line or personal computer system and use such technology to produce reports.
- Perform mathematical calculations thoroughly and accurately.
- Prepare Excel spreadsheets.
- Update, maintain, and retrieve data from a variety of manual and automated records.
- Ensure proper authorization and compliance with City policies and procedures.
- Provide information to the public or to City staff that may require the use of judgment and interpretations of City policies and procedures.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

## CANDIDATE PROFILE

The ideal candidate will have any combination of education and/or experience that demonstrates possession of and competency in the requisite knowledge, skills and abilities necessary for satisfactory job performance. A typical qualifying background would include completion of the twelfth grade or equivalent and two years of accounting clerical experience, as well as the following outstanding qualities:

- Working knowledge of principles and practices of financial record keeping, bookkeeping; applicable laws, rules and regulations; English usage, spelling, grammar, and punctuation; modern office practices and procedures; computer equipment and software applications related to assignment and basic mathematics.
- Experience working in Accounts Payable.
- Strong attention to detail.
- Display a positive customer service attitude.
- Exhibit skill in oral and written communication.
- Enjoy being a part of a team.
- Demonstrate proficiency in Microsoft Excel and Word.

City government work experience is highly desirable.



## ABOUT US

Fremont is well-managed and innovative city, and has recently generated national attention by ranking second on the “Best Run City in America” list by 24/7 Wall Street and America’s third “Sharpest, Smartest City” by Reader’s Digest. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 220,000 residents. As a full service city, Fremont employs nearly 900 regular employees and has an annual operating budget of approximately \$160 million.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

## COMPENSATION & BENEFITS

The annual salary is \$52,240- \$63,499 depending on qualifications. Fremont offers an attractive benefits package, which includes, but is not limited to:

- CalPERS Retirement Benefit\*
- Cafeteria Benefits Plan for employees/dependents includes \$1,681 monthly for medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.
- A complete benefits summary can be found by accessing this link: [Benefit Summary](#)
- This position is represented by the FACE bargaining unit. The probationary period for this position is six (6) months.

## HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application, supplemental questionnaire and resume at [City of Fremont Jobs](http://www.fremont.gov/cityjobs). ([www.fremont.gov/cityjobs](http://www.fremont.gov/cityjobs))

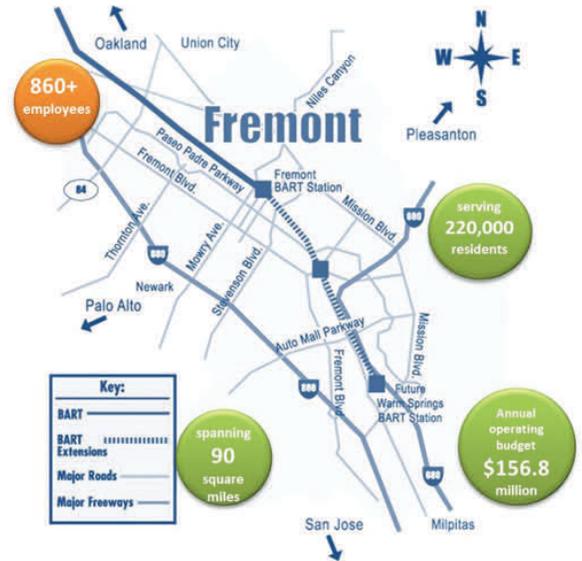
The process may include a written exam, individual and/or panel interviews, background investigation including a credit check, fingerprints and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

### **Reasonable Accommodation**

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. **The City of Fremont is an Equal Opportunity Employer.**

### **Tentative Recruitment Schedule**

First Review: May 8th at noon  
Online Test: May 11th-12th  
Oral Panel Interviews: May 20th  
Follow-up Interviews: Week of May 25th



*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*

